

III. Reports. Facsimiles of the forms and completion instructions can be found in Appendix II. Additionally, Standard Forms may be downloaded from www.whitehouse.gov/omb/index.html/grants/.

A. UI-3, Quarterly UI Contingency Report.

1. Purpose. This report provides information to ETA on the number of staff years worked and paid for various UI program categories, and provides the basis for determining contingency and SAVE entitlements.

2. Reporting Instructions. SESAs are required to report the number of quarterly staff years worked and paid and the number of year-to-date staff years paid. ETA does not prescribe the type of time distribution reporting system used by SESAs to generate the required data. However, the system used must be capable of providing data in the required detail, and the data must fairly and accurately represent the utilization of staff years. Data must be traceable to supporting documentation, e.g., time distribution and cost reports. SESAs using sampling, allocation, and estimating techniques to spread actual hours to the UI programs must have documentation describing the techniques and procedures being used.

3. Report Completion Instructions. SESAs are to enter only data which cannot be obtained elsewhere in UIRR, which performs most calculations.

B. SF 269, Financial Status Report. This report is a government-wide standard form prescribed for use by OMB Circular No. A-102, and by Department of Labor Regulations at 29 CFR 97.41(b). A separate SF 269 is submitted each quarter for each fiscal year of funds (including the current fiscal year), until such time as all unliquidated obligations (resources on order) have been liquidated and a final SF 269 is submitted. States submit a final SF 269 when all financial activity has ceased and the unobligated balance is zero, and the following equation is satisfied: $\text{Obligational Authority} = \text{accrued expenditures} = \text{cash received}$.

ETA is requiring States to report administrative expenditures on the accrued expenditure basis, per 29 CFR 97.41(b)(2). The SF 269 submitted for unemployment insurance benefit payments for DUA, TAA and NAFTA-TAA must be reported on the cash basis, i.e., actual cash benefits paid during the reporting period.

SF 269s are to be submitted only for the following:

- o Unemployment Insurance Operations. All UI administrative funds are to be included on the SF 269, including funds for TAA and NAFTA-TAA benefits administration, but excluding UI National Activities and cooperative agreements. UI program income and associated costs also must be reported on the SF-269. On line 12 (Remarks), enter accrued expenditures (quarter) and obligations (year-to-date) separately according to staff costs and NPS costs. Expenditures/obligations must reflect charges against only current year funds. Charges against prior year funds (including carry-over funds) are to be reflected on the separate SF 269 for that year.

- o UI National Activities. (Separate for each year)
- o TAA Benefits. (Separate for each year)
- o NAFTA-TAA Benefits. (Separate for each year)
- o DUA Administration and Benefits. (Separate SF 269s for each disaster number and by Administration and Benefits)

C. SF 270, Request for Advance or Reimbursement. This report is a Government-wide standard form prescribed for use by OMB Circular No. A-102, and by Department of Labor Regulations at 29 CFR 97.41(d). This is a voluntary report which States may use to request contingency advances for only the fourth quarter of each fiscal year.

D. SF 272, Federal Cash Transactions Report. A facsimile of form SF 272 and completion instructions can be found in Appendix II. In accordance with 29 CFR 97.41(c), SESAs are required to submit the SF 272, Federal Cash Transactions Report, under the DHHS Payment Management System. However, SESAs are exempt from the requirement to submit the SF 272A, Continuation Sheet.